

EXECUTIVE OFFICE OF THE PRESIDENT  
NATIONAL SECURITY COUNCIL  
WASHINGTON

January 5, 1959

MEMORANDUM FOR THE NSC - OCB STAFF

SUBJECT: Survey and Reduction of Files.

A consistent increase has been noted in the volume of files maintained within the NSC - OCB staff area. Unless a concerted effort is made by all personnel to keep reference files and special records collections in their custody to a minimum we may be soon confronted with considerable expense in the purchase of additional filing equipment.

More economical storage space for inactive records is now available at a records center. Records stored in this facility will receive superior security protection and will be available to the staff within one working day's notice and in some instances even shorter periods.

With the fullest possible utilization of this facility in mind consistent with operating efficiency I have asked the Administrative Office to have our Records Management Officer, Mr Joseph Russell, survey all files within the NSC - OCB staff area.

The purpose of this survey will be:

1. To determine and prepare recommendations concerning groups of inactive files which might be stored at the records center.
2. To promote the disposition of non-record material no longer needed for frequent reference.
3. To promote the filing within the Records Section of all papers essential to the complete documentation of official actions or projects.
4. To develop Records Control Schedules which will provide continuing guidance for the administration of non-current records.

Concurrently with the survey conducted by the Administrative Office all staff officers are requested to initiate a preliminary review of files in their custody to determine economies which may be attained either by removal of inactive records to more economical storage or by authorized destruction. So that our administrative effort may be concentrated in the area of greatest possible gain staff officers are requested to report the results of these tentative findings to the Administrative Office within 30 days.

For the general information of all personnel the Administrative Office is distributing separately a "Guide for Review of Non-Current Files." and a "Summary of Statutory and Regulatory Requirements Pertinent to The Management of Federal Records."



Executive Secretary

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